eBilling Guide

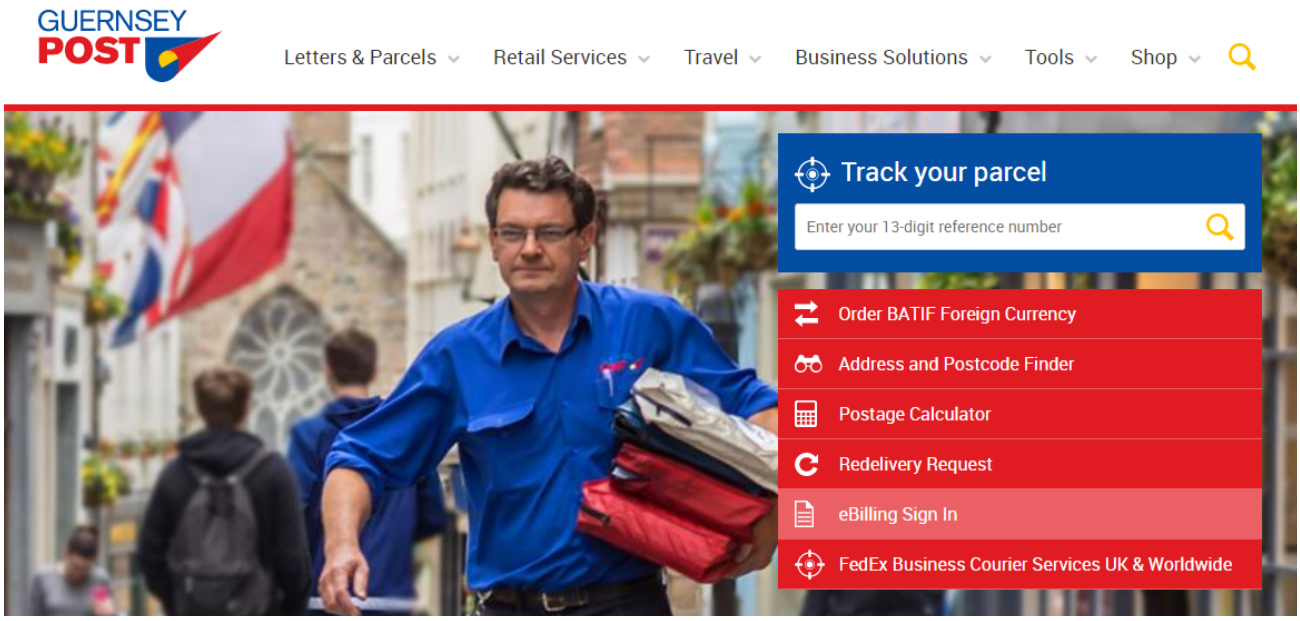
A user guide to the eBilling process for managing your business daily postage requirements

GUERNSEY POST

eBilling Process

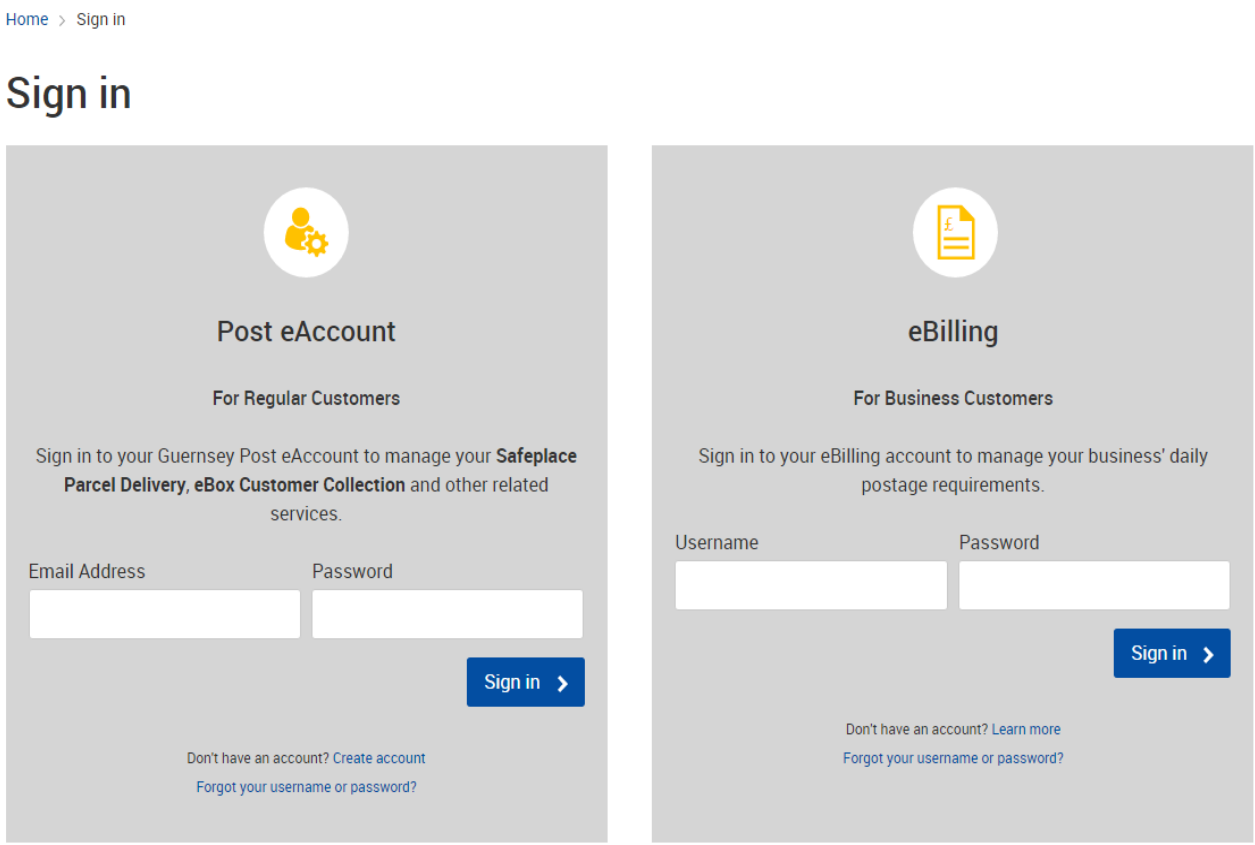
Step 1:

- Go to www.guernseypost.com
- Click eBilling sign in to get to the login page.



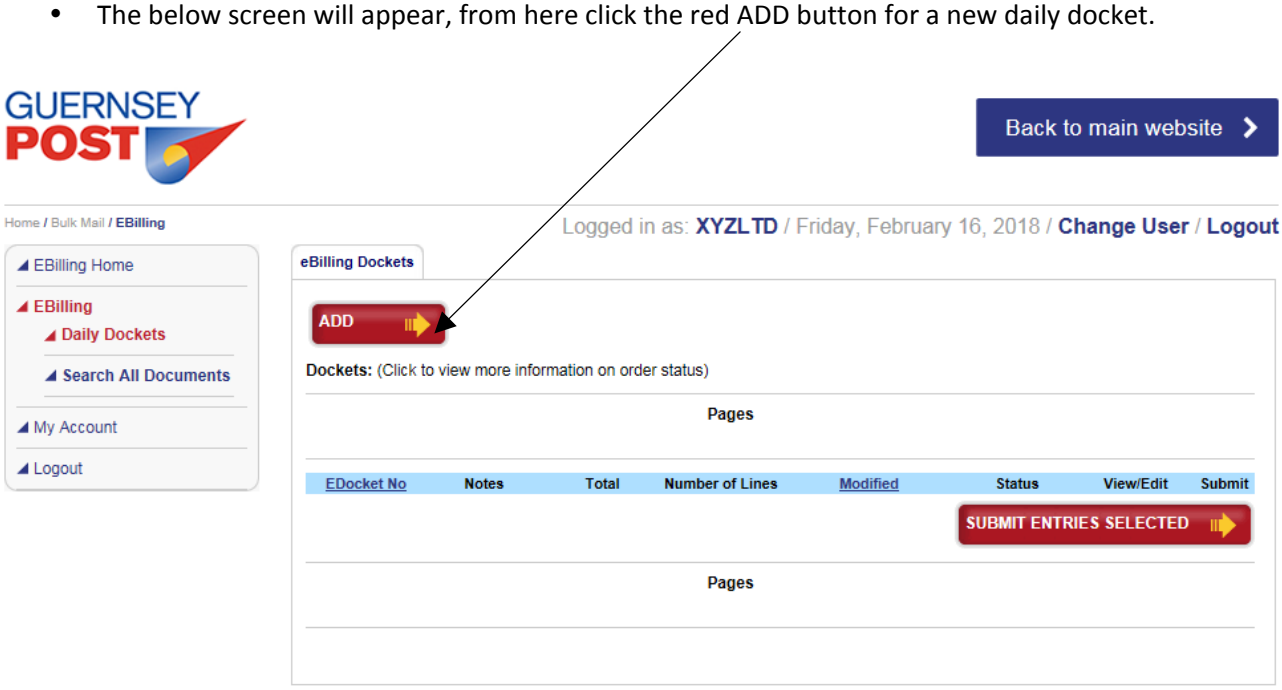
Step 2:

- Please enter Username and Password in the eBilling block on the right.



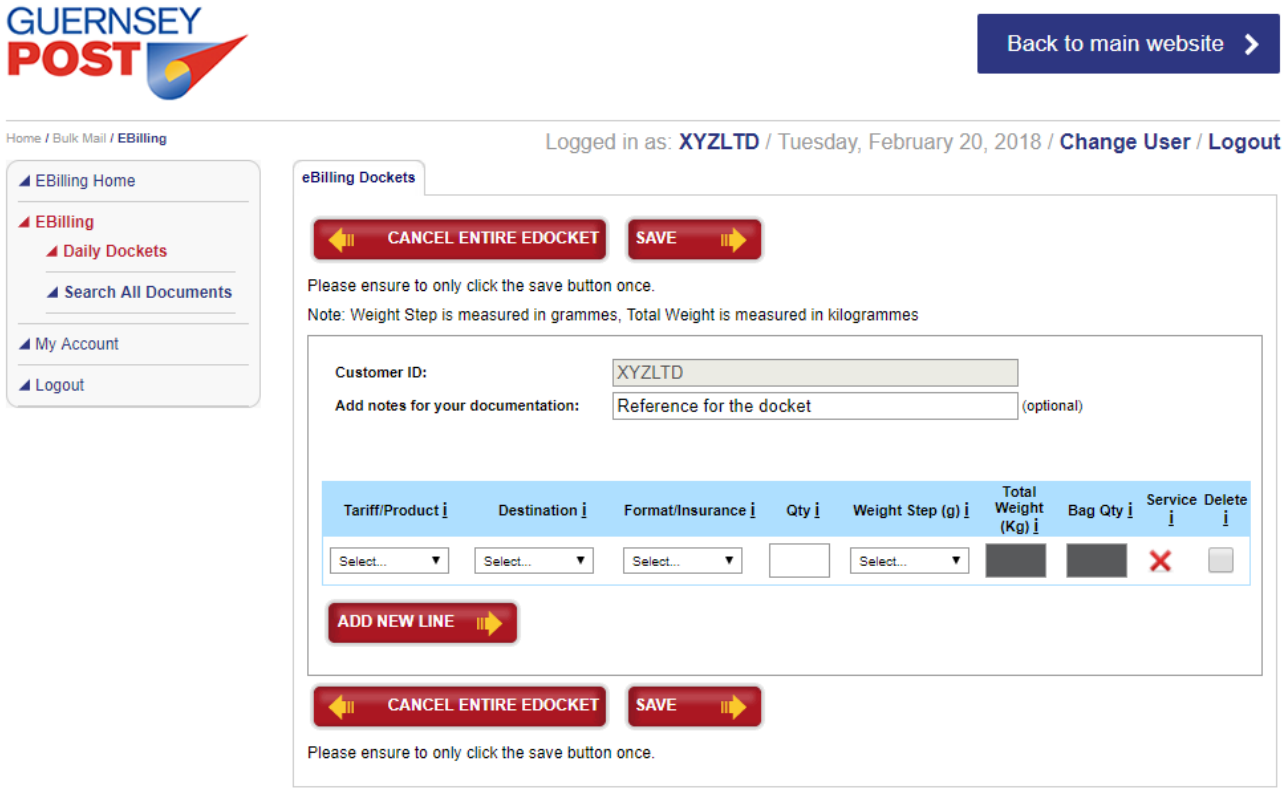
Step 3:

- Click Daily Dockets in the left-hand panel of screen.
- The below screen will appear, from here click the red ADD button for a new daily docket.



Step 4:

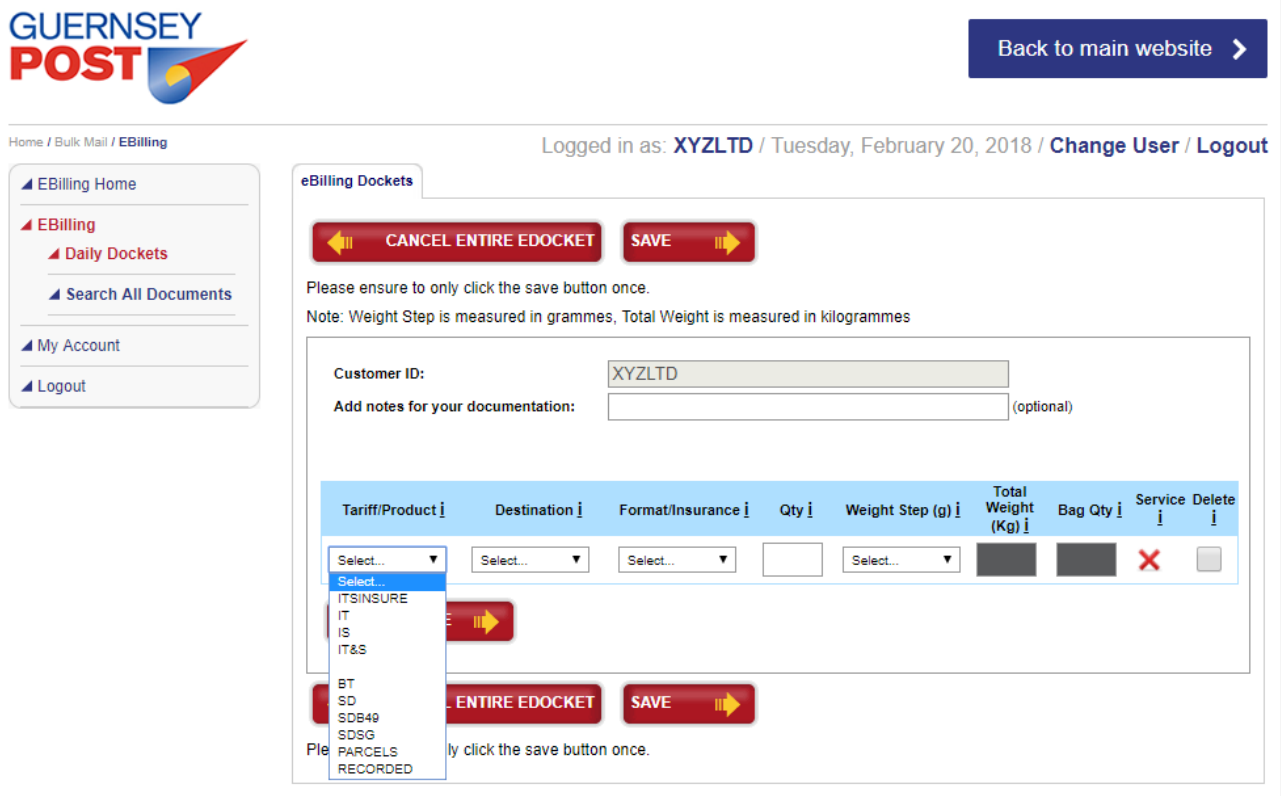
- Once the new docket is open you can start entering the items you wish to post that day.



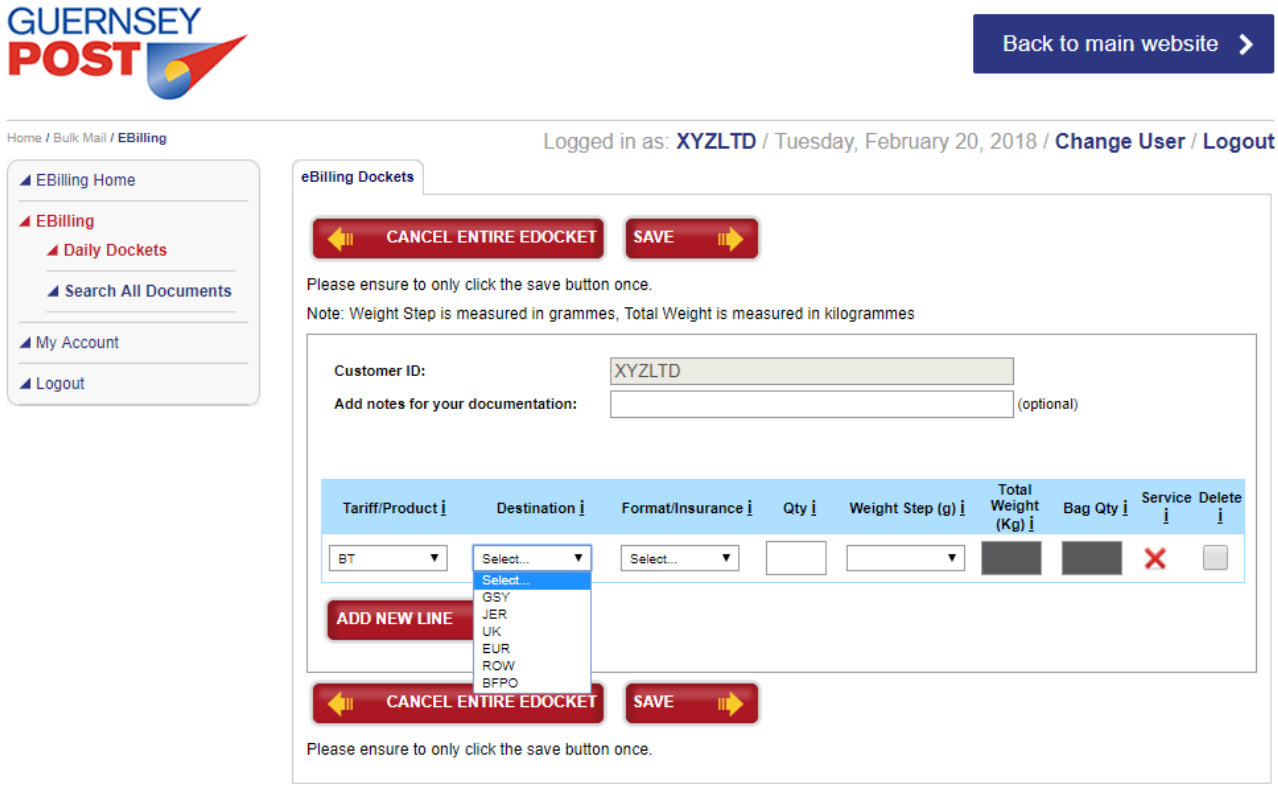
Step 5:

- Use the drop-down menus to select the items you are posting; Tariff, Destination, Format and Weight Step. Examples below.
- Please see page 10 for codes and meanings.

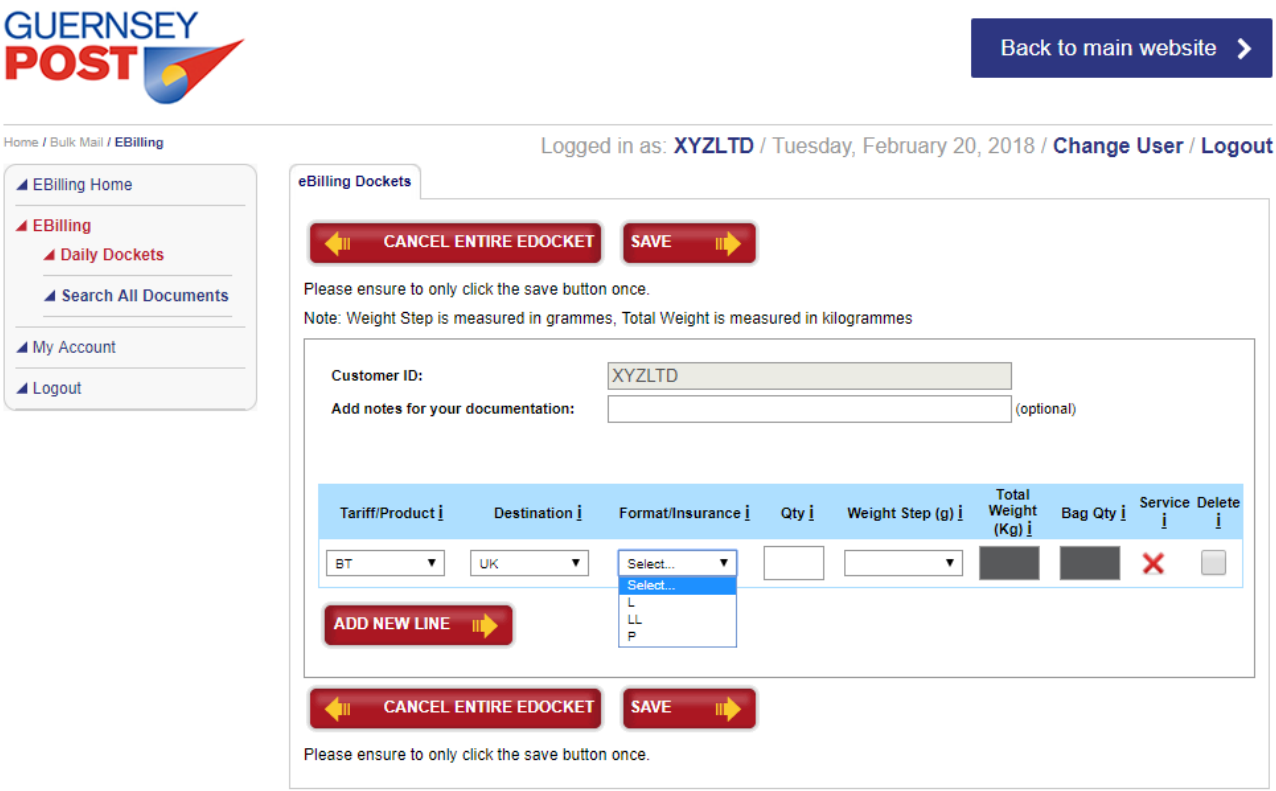
a: Tariff



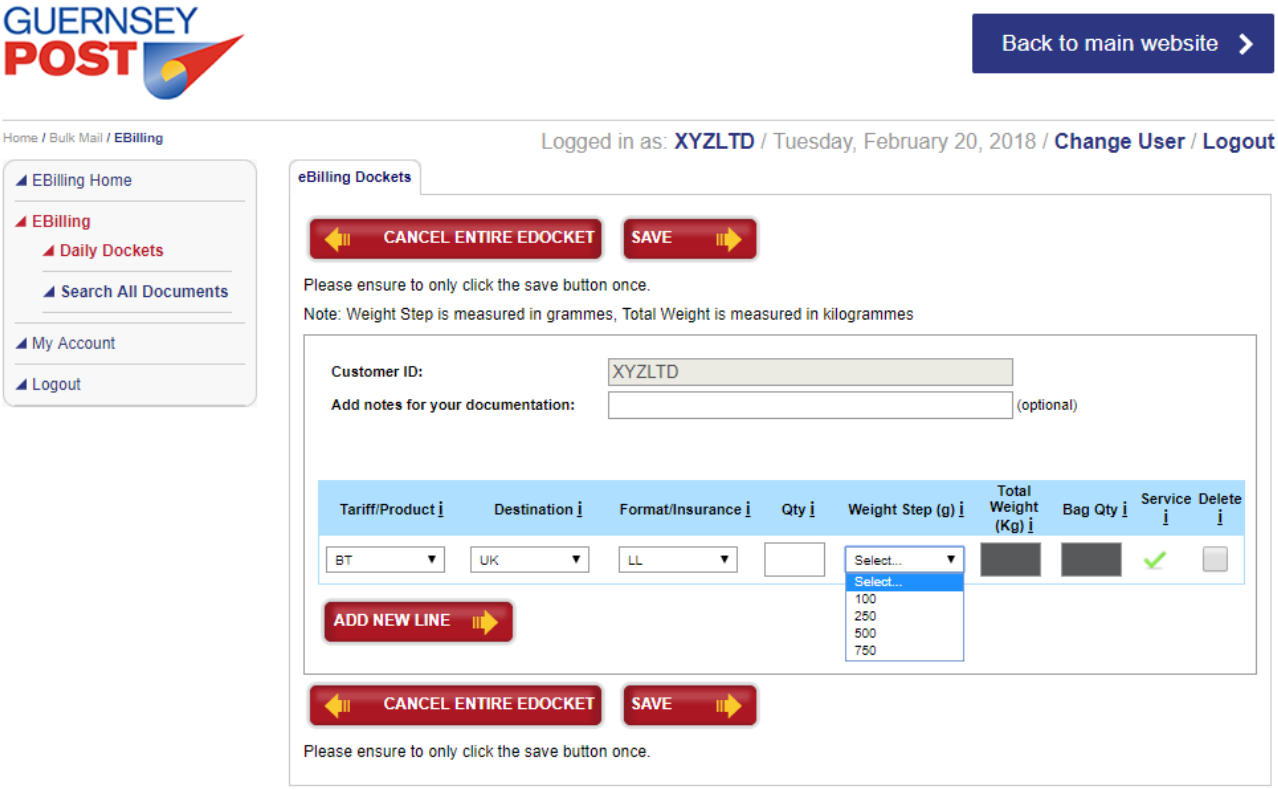
b: Destinations



c: Formats



d: Weight Steps



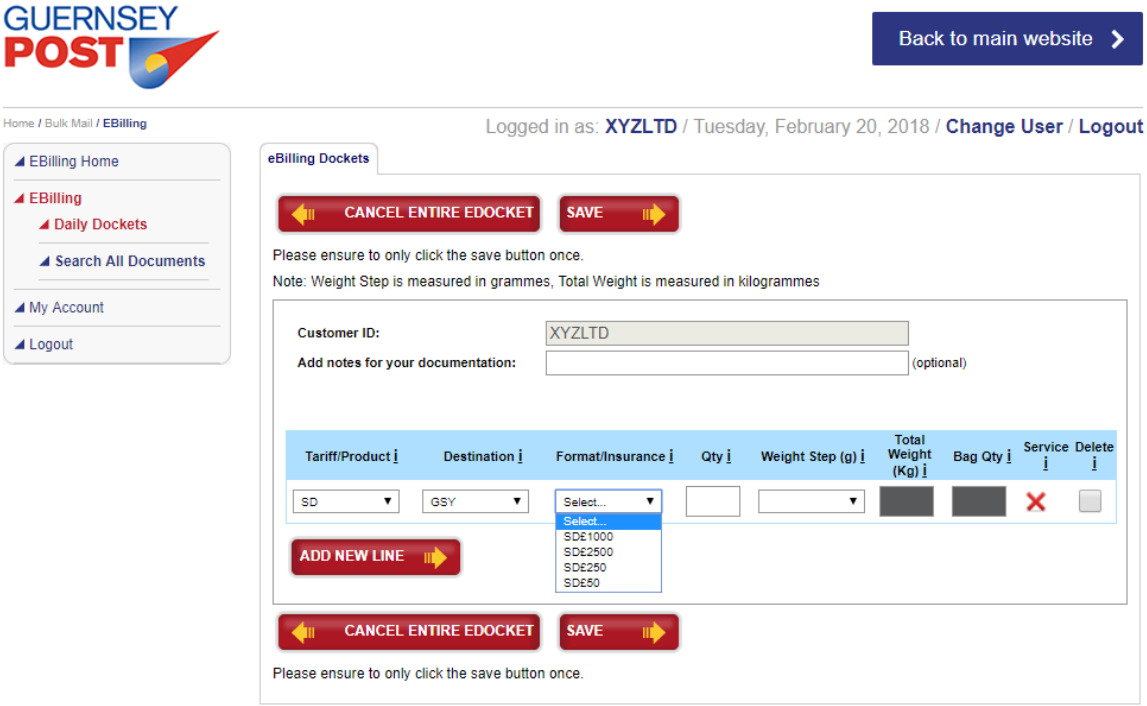
Step 6:

- For each different type of mail item, you will need to add a new line, by clicking on the red ADD NEW LINE button.

Special Delivery Items

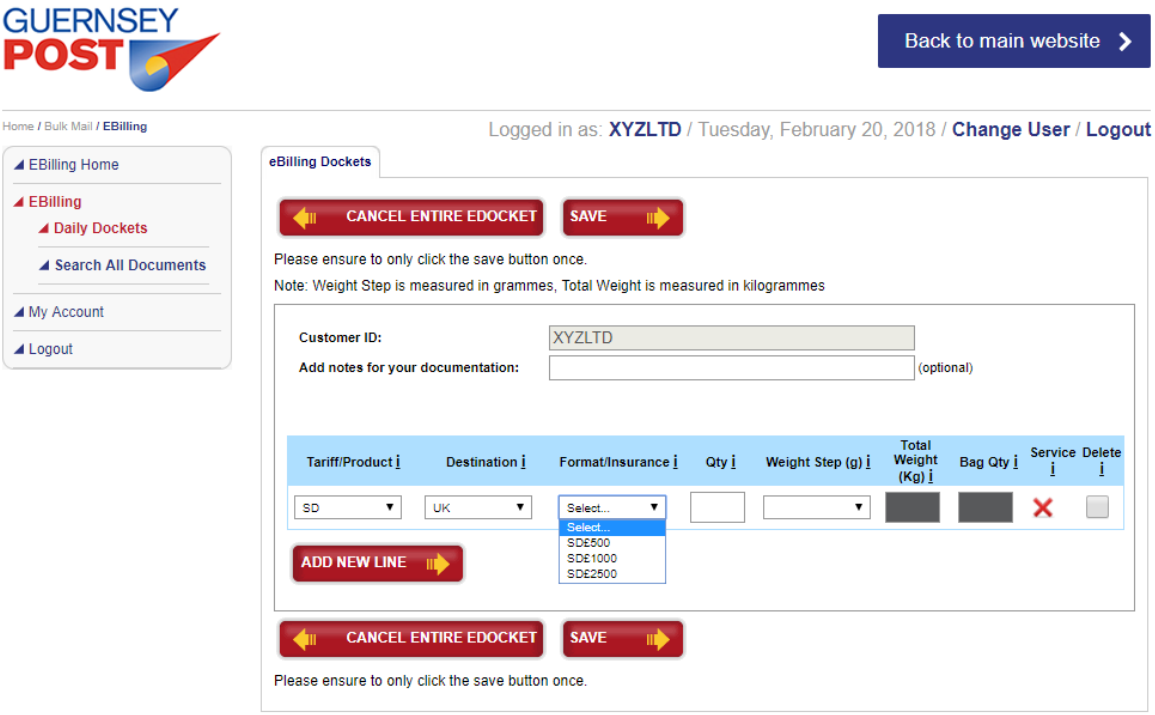
Step 1:

- To add a Special Delivery item to your eBilling please select the Special Delivery product you require from the drop-down menu and then select the destination.



Step 2:

- You can see above and below that for Special Delivery items you will need to select a level of insurance. For all documents and items being sent via Special Delivery there is a minimum required insurance level that has to be selected which is included in the postage price. Guernsey minimum is £50, Jersey and UK minimum is £500. Should you wish to insure for a higher value please select a higher value from the drop-down menu.



Add on Services

Upgrade to Recorded

- Recorded items are treated as an add on service to standard postage. This means there is a surcharge on top of the standard postage. With this upgrade you will get higher insurance cover as well as a signature on delivery.

For example:

- You have 50 letters you are sending out locally, 20 of these letters you would like to be recorded.
- You enter all 50 letters under Business Tariff this charges the standard postage.
- Then add new line and select Recorded in the Tariff drop down and enter 20 as this is the amount you would like to be recorded. This then charges the extra £1 postage for the upgrade in service.

See below example:

Tariff/Product i	Destination i	Format/Insurance i	Qty i	Weight Step (g) i	Total Weight (Kg) i	Bag Qty i	Service i	Delete i
BT	GSY	L	50	100			✓	
RECORDED	GSY	NA	20	NA			✓	

International Insurance

- As with the recorded upgrade you can upgrade your international tracked product i.e. Tracked, Signed, and Tracked & Signed to have a higher insurance cover of £250.
- Simply enter the items you are sending using one of the three international options.
- Then add new line and select International Insurance, enter the number of items that you would like to upgrade to the higher insurance level.

See below for screen example:

Tariff/Product i	Destination i	Format/Insurance i	Qty i	Weight Step (g) i	Total Weight (Kg) i	Bag Qty i	Service i	Delete i
IT	ROW	P	5	200			✓	
ITSINSURE	ALL	NA	2	NA			✓	

Completing the Process

Example of Final Table

- The table below shows you how the information will look once you have entered each item, on the individual lines.

GUERNSEY POST

Back to main website

Home / Bulk Mail / EBilling

Logged in as: **XYZLTD** / Tuesday, February 20, 2018 / **Change User** / **Logout**

- EBilling Home
- EBilling
  - Daily Dockets
  - Search All Documents
- My Account
- Logout

eBilling Dockets

CANCEL CHANGES | SAVE | DELETE ENTIRE EDOCKET

Please ensure to only click the save button once.

Note: Weight Step is measured in grammes, Total Weight is measured in kilogrammes

EDocket Number: 261504

Customer ID: XYZLTD

Add notes for your documentation: (optional)

Tariff/Product	Destination	Format/Insurance	Qty	Weight Step (g)	Total Weight (Kg)	Bag Qty	Service	Delete
BT	UK	LL	10	100			✓	
BT	GSY	L	50	100			✓	
RECORDED	GSY	NA	20	NA			✓	
BT	UK	LL	3	500			✓	
SD	UK	SDE500	5	500			✓	
IT	ROW	P	5	200			✓	
ITSINSURE	ALL	NA	2	NA			✓	

ADD NEW LINE

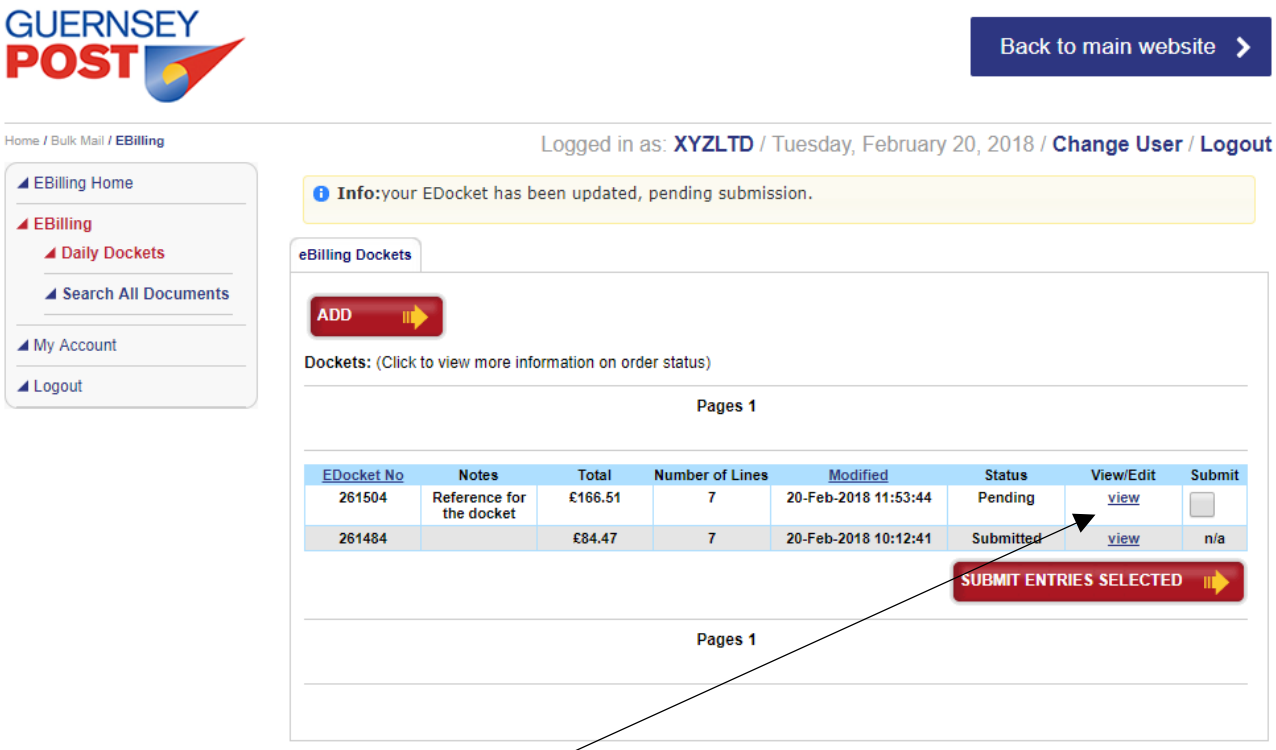
CANCEL CHANGES | SAVE | DELETE ENTIRE EDOCKET

Please ensure to only click the save button once.

Finalising the Docket

Step 1:

- Once everything has been included in the docket click the Red SAVE button, ensuring you only click the SAVE button once. The screen will change to the below:



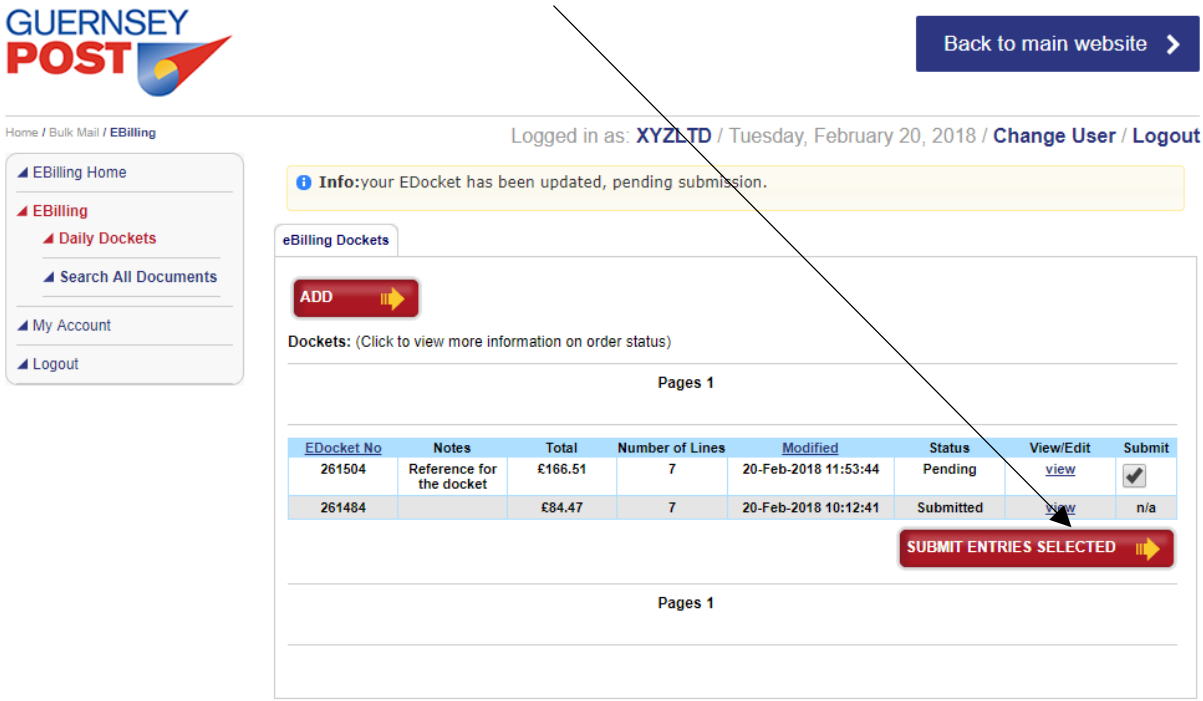
Step 2:

- From here you can click view if you would like to add new items or to check/amend the information you have already added. As you see above you can have more than one docket for the day. Should you need a separate docket with a specific reference you can do that and this will reflect on your statement for ease of reference.

Submitting the Docket

Step 1:

- Select the submit tick box and click on SUBMIT ENTRIES SELECTED.

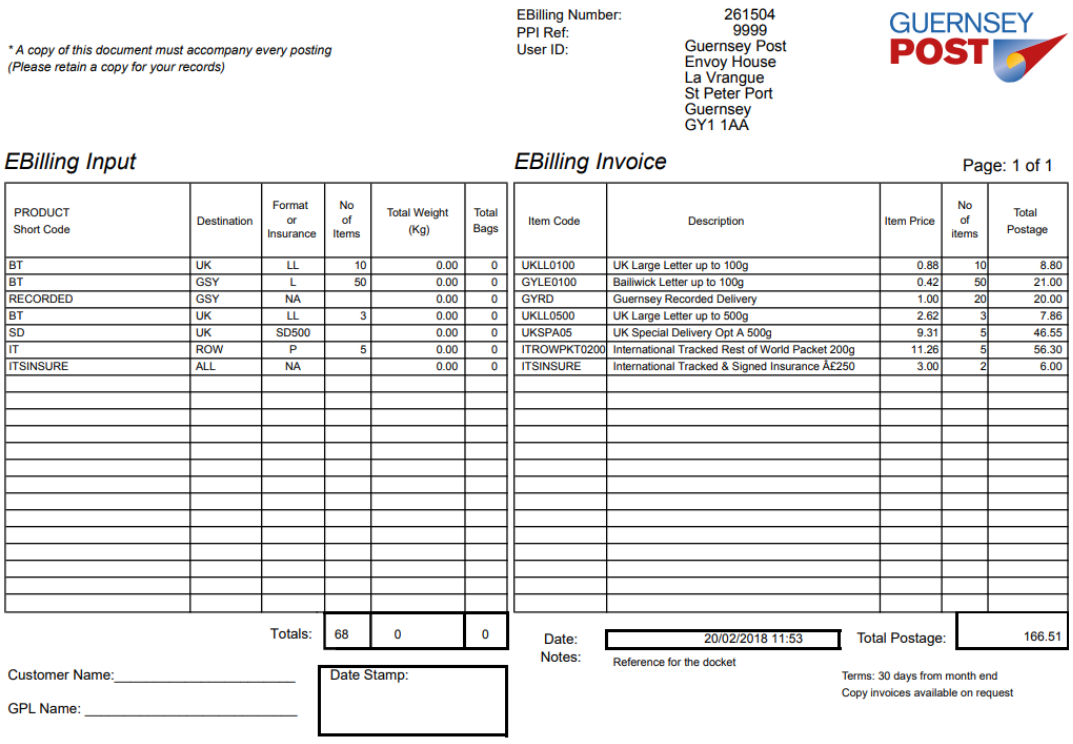


Step 2:

- It will ask if you are sure you would like to submit selected entry, click yes.

Step 3:

- This will then open up a PDF of your eBilling docket. Please print at least two copies, one to keep for your records and one to go with your mail. Should you be dropping your mail in a mail box and have more than one pile of envelopes please print extra copies to go with each pile and label each copy, e.g. 1 of 3, 2 of 3, 3 of 3, so we know how many items to expect.



** A copy of this document must accompany every posting*
(Please retain a copy for your records)

EBilling Number: 261504
PPI Ref: 9999
User ID: Guernsey Post, Envoy House, La Vrangue, St Peter Port, Guernsey, GY1 1AA

GUERNSEY POST

EBilling Input

PRODUCT Short Code	Destination	Format or Insurance	No of Items	Total Weight (Kg)	Total Bags
BT	UK	LL	10	0.00	0
BT	GSY	L	50	0.00	0
RECORDED	GSY	NA		0.00	0
BT	UK	LL	3	0.00	0
SD	UK	SD500		0.00	0
IT	ROW	P	5	0.00	0
ITSINSURE	ALL	NA		0.00	0
Totals:			68	0	0

EBilling Invoice

Page: 1 of 1

Item Code	Description	Item Price	No of items	Total Postage
UKLL0100	UK Large Letter up to 100g	0.88	10	8.80
GYLE0100	Bailiwick Letter up to 100g	0.42	50	21.00
GYRD	Guernsey Recorded Delivery	1.00	20	20.00
UKLL0500	UK Large Letter up to 500g	2.62	3	7.86
UKSPA05	UK Special Delivery Opt A 500g	9.31	5	46.55
ITROWPKT0200	International Tracked Rest of World Packet 200g	11.26	5	56.30
ITSINSURE	International Tracked & Signed Insurance Â£250	3.00	2	6.00

Customer Name:_____

GPL Name: _____

Date Stamp:

Date: 20/02/2018 11:53

Notes: Reference for the docket

Total Postage: 166.51

Terms: 30 days from month end
Copy invoices available on request

Codes and Meanings

Tariff/Product

IT - International Tracked
IS – International Signed
IT&S – International Tracked & Signed
ITINSURE – Add on service to the three services above.
BT – Business Tariff
SD – Special Delivery
SDB49 – Special Delivery before 9am.
SDSG – Special Delivery Saturday guarantee.
Parcels – Parcel
Recorded – add on service (Signed For).

Destination

GSY – Guernsey
JER – Jersey
UK – United Kingdom
BFPO – British Forces Post Office
EUR – Europe
ROW – Rest of World
Z5ROI – Republic of Ireland
Z6BEL – Belgium
Z6NEL – Netherlands
Z6LUX – Luxembourg
Z7FRA – France
Z7DEN – Denmark
Z8ITA – Italy
Z8SPA – Spain
Z8POR – Portugal
Z8GRE – Greece
Z9ROE – Rest of Europe
Z10USA – United States of America
Z10CAN – Canada
Z11FAR – Far East
Z11AUS – Australia
Z12ROW – Rest of World

Format

L – Letter
LL – Large Letter
P – Packet

General Information

Recorded Delivery

Recorded Delivery is an add on service and is charged at £1 plus the standard postage cost for your item. Please select the Business Tariff (BT) heading followed by the destination and the weight and number of items as usual. On a new line please select recorded and the total number of recorded items in your consignment. You will notice each one has a value of £1.

Special Delivery and International Tracked Services

When entering Special Delivery and International Tracked Service items onto eBilling, please note the price calculated is inclusive of postage and insurance. By selecting the 'Format/Insurance' drop down menu additional insurance may be purchased.

Reprinting Historical Dockets

eBilling will store all historical data of every eBilling submissions which will aid in reconciling your monthly customer statement.
Simply select 'search all documents' from your eBilling home screen and search by either the docket number or date range.

Changing Password

On initial set up eBilling users are given their own password but this can be amended to suit the user by clicking on the 'my account' section of the eBilling home screen and typing in a new password.

Internet or Website Failure

In the unlikely event that our website is down or the user cannot access our website to complete an eBilling docket please use a paper back up to accompany your post. It's a good idea to keep a copy in an office drawer for emergencies. A PDF copy can be downloaded from the home screen after users log into their eBilling account.

Postage Paid Impressions (PPI)

- You must use a Postage Paid Impression (PPI) on all your Letters, Large Letters/Flats, Packets and Parcels
- If you are going to pre-print the PPI onto envelopes the PPI must include the words 'Postage Paid' and 'Guernsey', and the unique serial number allocated to your company. The font must be Arial (see below)
- The PPI must be placed in the top right-hand corner and should not be smaller than 40mm x 20mm
- If pre-printing envelopes the PPI must be placed on a solid light background and is subject to approval by Guernsey Post
- Postings must be presented to us as early in the day as possible and by 4pm at the latest, in order to ensure despatch on the day of receipt
- If postings are to be collected by Guernsey Post Timed Collection they must be ready at the agreed time
- Example of the PPI stamp: